



CITY OF
West Linn

Memorandum

Date: February 11, 2011

To: John Kovash, Mayor
Members, West Linn City Council

From: Chris Jordan, City Manager 

Subject: Changes for February 14 Council Meeting

Based on the Council's discussion on February 7, the following changes have been made to the February 14 agenda packet:

- 1) The agenda has been revised as attached.
- 2) The attached memorandum from Chris Kerr describes two proposed amendments to the Planning Commission's proposed changes to the Community Development Code regarding pre-application conferences and temporary signs.
- 3) Attached is a new Exhibit A to accompany the IGA with the City of Milwaukie for shared financial management services.

Please let me know if you have any questions.

Attachment



22500 Salamo Road
West Linn, Oregon 97068
<http://westlinnoregon.gov>

Revised CITY COUNCIL MEETING

Monday, February 14, 2011

6:00 p.m. – Work Session – Rosemont Room

Executive Session, pursuant to ORS 192.660(2)(e) real property and (h) pending litigation

6:30 p.m. – Meeting - Council Chambers

1. Call to Order & Pledge of Allegiance
2. Approval of Agenda
3. Proclamations, Recognitions and Scheduled Presentations
 1. Designation as a Preserve America Community
4. Community Comments
5. Report from the City Manager
6. Business from the City Council
 2. Agenda Bill 2011-02-14-01: Adoption of City Council Operational Agreement
 3. Agenda Bill 2011-02-14-02: Adoption of City Council Priorities
 4. Agenda Bill 2011-02-14-04: Appoint Council Liaisons to Advisory Boards and Committees
 5. Agenda Bill 2011-02-14-05: Appointments to West Linn Advisory Boards and Committees
 6. Final Action: Election Law Penalty
7. Business Meeting
 7. Agenda Bill 2011-02-14-06: Ordinance 1599 Community Development Code Amendments (1) Temporary signs in the right-of-way; (2) Pre-application requirements ***PUBLIC HEARING***

8. Agenda Bill 2011-02-14-08: Authorize the City Manager to sign the Intergovernmental Agreement (IGA) with the City of Milwaukie
9. Agenda Bill 2011-02-14-09: Resolution 2011-03 Creating the position of Chief Financial Officer (CFO) and Amending City's Compensation Plan

8. Executive Session, pursuant to ORS 192.660, if needed

Meeting Notes:

The Council Chambers is equipped with an induction loop and a limited number of neck loops for the hearing impaired. Please let the City know if you require any special assistance under the Americans with Disabilities Act, please call City Hall 48 hours prior to the meeting date, 503-657-0331.

Community Comments provide an opportunity for statements from citizens regarding issues related to City government, properly the subject of Council/Commission consideration and not issues on the agenda. Persons wishing to speak shall be allowed to do so only after completing forms provided in the foyer in advance of Community Comments. All remarks should be addressed to the governing body. The City Council/Planning Commission will not engage in discussion with those making comments. The time limit for each participant is three (3) minutes or will be set by the Mayor or Chair.

Consent Agenda items are routine and will not be allotted individual hearing time. The items may be passed in one blanket motion. Any member may remove an item for discussion or questions by requesting such action prior to consideration.

Persons wishing to speak on agenda items shall be allowed to do so only after completing the forms provided in the foyer and returning them to the Clerk prior to the item being called for discussion. A separate slip must be turned in for each item. The time limit for each participant is three (3) minutes, unless the Mayor decides prior to the item to allocate more or less time.

When needed, the Council will meet in Executive Session pursuant to ORS 192.660.



Memorandum

Date: February 11, 2011

To: Chris Jordan, City Manager

From: Chris Kerr, Senior Planner

Subject: City Council work session comments on the code amendments related to pre-application conference requirements and temporary signage in the right-of-way

The City Council will be holding a public hearing on the subject code amendments on February 14, 2011. At the February 7, 2011 City Council work session, staff briefed the Council on the proposed code amendments. After the briefing, the Council asked staff to include, in their public hearing presentation, alternative language for the Council to consider related to notifying neighborhood association of Planning Director waivers of pre-application requirements and deleting the requirement for Sunday signs to be an A-frame design. Below is alternative language for the Council to consider during their deliberations on this subject. Staff will have an Ordinance prepared for the hearing that includes this alternative language, in case the Council decides to include these edits in the final approval. (Staff will also have an Ordinance available that implements the Planning Commission recommendation).

99.030 B.

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4. *The Planning Director may waive the requirement for a pre-application conference for any application if he or she determines that such a conference is not warranted. Upon making such a determination, the Planning Director shall provide written notification (i.e., email or letter) to the Planning Commission and applicable neighborhood association ~~president~~.*

52.109 E(1)

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1. *Sunday Signs shall conform to the following design standards:*
 - ~~a-~~ *The sign shall be a two-sided A frame type sign;*
 - a.b- *Each sign face shall be no larger than five square feet in area;*
 - b.e- *The sign, including the support structure, shall be no taller than 30 inches;*
 - c.d- *The sign owner's name, address and telephone number shall be placed on the sign; and*

d.e. *The sign shall not be attached or anchored in any way to trees, other objects or public property, including, but not limited to, utility or light poles, parking meters, the ground or pavement.*

Also attached to this Memorandum is correspondence received on February 9, 2011 from Daryl Winand, Governmental Affairs Specialist with the Portland Metropolitan Realtors Association (PMAR).

Attachment



February 9, 2011

John Kovash, Mayor
Council Members
West Linn City Hall
22500 Salamo Road
West Linn, OR 97068

Re: Agenda Bill 2011-02-14-06: Ordinance No. 1599 Community Development Code
Amendments (1) Temporary Signs in the Right-of-Way

Dear Councilors:

On behalf of the Portland Metropolitan Association of Realtors® (PMAR) and its nearly 6,000 members, I am writing to express PMAR's appreciation for your consideration of the proposed amendments to the City of West Linn's Community Development Code as it pertains to the use of temporary signs within the public right-of-way (Sunday Signs).

Every day, individuals and families are buying and selling homes in West Linn. In 2008, Realtors® helped sell more than \$166 million worth of property in the City. In 2009 and 2010 Realtors® were part of transactions totaling more than \$386 million and \$160 million respectively. And year to date 2011, Realtors® have been part of transactions totaling approximately \$7 million. The benefit to the community of home sales is extensive. [Source RMLS]

PMAR appreciates the City of West Linn's continued support of Realtors® efforts to transact properties as demonstrated by City Council's previous actions to suspend enforcement of its temporary sign code to allow greater flexibility in how signs are used within the city.

In addition to the allowance of an A-Frame style sign on Sunday, we would ask Council to give consideration for the use of what is typically referred to in the real estate industry as a "directional" or "stick" sign. This type of sign is generally used to assist potential homebuyers in finding a property for sale that is situated within an area that requires numerous navigational turns to reach from a main arterial. The sign face and height restrictions and display period allowed for use of an A-Frame type sign could apply to this type of sign as well.

We are in agreement with the Planning Commission's recommendation and urge Council's approval of the proposed amendment to Chapter 52 of the West Linn Community Development Code.

Sincerely yours,

/s/ Daryl Winand

Daryl Winand
Governmental Affairs Specialist
Portland Metropolitan Association of Realtors®

cc: Members West Linn City Council: Jody Carson, Teri Cummings, Mike Jones and Jenni Tan
PMAR Governmental Affairs Committee
Jeff Wiren, PMAR 2011 President
Dorian Barnhart, PMAR 2011 Vice President Governmental Affairs
Jane Leo, PMAR Governmental Affairs Director
Kathy Querin, PMAR Chief Executive Officer

EXHIBIT "A"

SCOPE OF PROFESSIONAL FINANCIAL MANAGEMENT SERVICES

The City of West Linn, through the services of its finance director, Richard Seals, CPA, CMA, CFM and assistant finance director, Casey Camors, CPA, shall provide the City of Milwaukie professional financial management services to manage the City of Milwaukie's Finance, Information Technology, Municipal Court and Risk Management functions to include, but not limited to, the following:

1. Providing professional financial management services to the City of Milwaukie, City Council, citizens, departments, and employees, of Milwaukie;
2. Targeting having one contract director present on-site in Milwaukie, five days every week (barring any sick time, vacation time, etc., as proportionately incurred between Milwaukie and West Linn);
3. Attending Council and Committee meetings as needed;
4. Mentoring and supporting the professional development of all assigned staff, particularly Milwaukie's Assistant Finance Director, to include the preparation and development towards becoming a finance director within two-three years;
5. Overseeing the annual audit process and completing audits timely;
6. Overseeing the budget process and completing budgets timely;
7. Overseeing and managing the Finance and Risk Management staff;
8. Providing Director level oversight, review, and performance evaluations to include any reward or disciplinary actions of Milwaukie Finance and Risk Management staff as typically accustomed to the Director position;
9. Providing strategic financial services to include, but not limited to, such projects as long-term financial forecasting and the preparation of biennial budgeting, CAFR, PAFR, Budget in Brief, and Quarterly Financial Reports;
10. Overseeing and providing strategic direction and ensuring the performance of risk management functions to include but not limited to, review of commercial, property and general liability policy coverage, claims handling and processing, coordination with agent of record, and coordination with human resources staff for employee workers compensation coverage;
11. Performing other duties as typically assigned to the finance director position as described in the attached job description, Exhibit B.